

CITY OF MARLBOROUGH

Marlborough, MA 01752

POLICE DEPARTMENT PARKING ENFORCEMENT OFFICER

Posting Number:	AA#21-54	Date Posted:	November 19, 2021
Weekly Hours:	12 Hours/Week	FLSA:	Non-Exempt
Hiring Rate:	\$18.000/hr.	Bargaining Unit:	N/A
		Location:	Various Locations

The City of Marlborough Police Department is seeking to fill the part time (12 hours/week) position of Parking Enforcement Officer. The position will assist and work under the general supervision of the Chief of Police.

Position Purpose:

To enforce appropriate codes, laws and regulations pertaining to on-street and off-street public parking within the City of Marlborough's downtown area. Incumbents work alone, patrolling areas of the City to ensure that automobiles are parked in accordance with City and State parking codes. This position is not to exceed twelve (12) hours per week.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Patrol an assigned route
- Identify vehicles in violation of parking codes
- Issue legibly handwritten citations, respond to parking complaints and inquiries regarding enforcement and control activities
- Identify vehicles in violation of preferential parking regulations
- Provide information to the public regarding location of streets, buildings and points of interest
- Operate a two-way radio or cell phone and maintain close communications with dispatching personnel; Maintain assigned equipment and supplies such as citation books, rain gear, tire-marking chalk and street cones
- Report traffic accidents, abandoned vehicles and traffic hazards encountered during work
- Maintain accurate log of daily parking enforcement activity.

Qualifications:

Education, Training and Experience:

- High School Diploma or GED equivalent
- Any combination equivalent to experience and education that could likely provide the require knowledge and abilities would be qualifying.
- A typical way to obtain the knowledge and abilities would be one year of experience involving public contact and making independent decisions.
- A background check and medical exam will be required prior to employment.

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Knowledge, Ability and Skill:

- Learn, understand, interpret, and enforce appropriate City and State parking and vehicle codes, laws and regulations
- Identify and report parking and traffic problems encountered in the course of work
- Learn the technical aspects of the job; learn traffic safety procedures necessary in parking enforcement and control
- Establish and maintain effective working relationships with the public and other parking enforcement personnel
- Maintain routine records and logs
- Effectively communicate orally using good listening skills
- Perform assigned duties with significant independence.

Physical Requirements:

Position requires light physical effort and includes significant amounts of walking, standing and climbing stairs. Position may require agility, including the ability to walk over difficult terrain. Incumbents must have the strength, flexibility, and coordination to use a chalk stick to mark parked cars while walking and the manual dexterity to hand print parking citations and potentially operate a handheld citation computer which would be carried throughout the shift. Repetitive hand and arm movement is required to produce citations, place completed citations on the windshields of parked vehicles, mark tires, and direct traffic. Occasional to frequent lifting/handling of equipment such as a handheld citation computer of up to 15 pounds. Must have speech and hearing ability sufficient to communicate effectively in person, on the telephone or over two-way radio equipment. Field work is performed outside, in all weather conditions.

Please forward cover letter and resume to:
hrjobs@marlborough-ma.gov

Position will remain open until filled.